



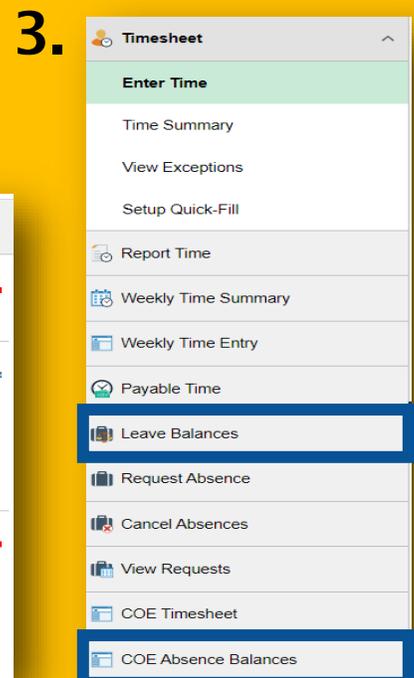
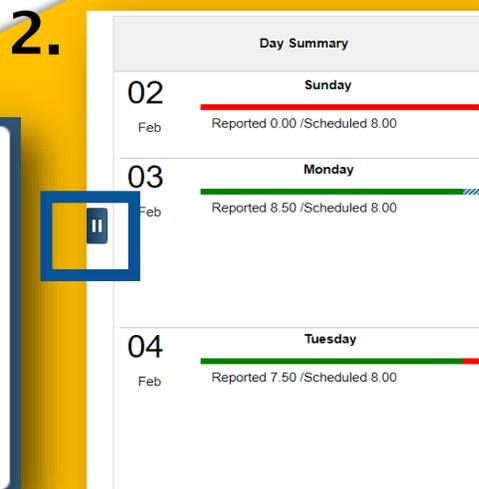
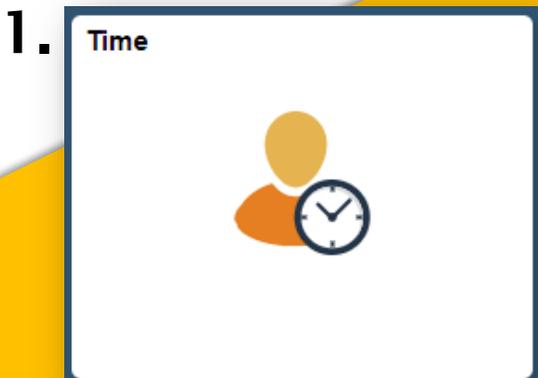
View Leave Balances in PeopleSoft

Vacation, Personal Time Off, Sick, Shift Holiday & more...

1. Navigation: Employee Self Service Homepage / Time Tile
2. Click on the “pause” button on the left side of the screen
3. Click “COE Absence Balances”
4. The landing Page will show absence balances that are accruing in the current pay period
 - ⇒ “Begin Balance” will reflect hours available for use in the current pay period (with exception for EPEA vacation)
 - ⇒ Balances on this page only reflect accruals to the hundredth place value (x.xx) however, employees continue to accrue according to applicable APM or Contract. Calculations remain in compliance.
 - ⇒ The value reflected in the columns titled “Adjusted,” “Earned,” and “Taken” will fluctuate as time is approved throughout the pay period
 - ⇒ To see what you accrued in previous pay periods, click the “Previous” button. In some cases, such as the end of the calendar year, pay periods may be split up.
 - ⇒ NOTE: If you have more than one city job, the time balance will be a combined balance from both jobs but accruals and time taken will reflect separately.

Compensatory Time & Banked Holiday

1. Navigation: Employee Self Service Homepage / Time Tile
2. Click on the “pause” button on the left side of the screen
3. Click “Leave Balances”
4. The landing Page will reflect your Comp Time Balance as of the last time approval



Call your [timekeeper](#) with questions related to viewing your balances.